

**Jefferson County
Position Description**

Name:		Department:	Human Services		
Title:	Grant Program Director	Pay Grade:	9	FLSA:	N
Date:	January 2015	Reports To:	CCS Supervisor		

Purpose of Position

The purpose of this position is to develop, implement and monitor grant activities that assist youth and young adults who have mental health issues to transition successfully to adulthood.

Essential Duties and Responsibilities. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees all aspects of Time is Now Project activities.
- Creates greater awareness of early signs of mental health conditions of youth and young adults by identifying and utilizing new ways to access the general public.
- Receives, reviews and staffs referrals with service coordinators, assigning referrals based on priority and seriousness of situation.
- Supervises teams to establish consistent measures for program development, implementation, evaluation and monitoring of the project and outcomes.
- Reviews and approves crisis plans, making critical decisions regarding the well-being of a child or young adult.
- Provides outreach and training on treatment and support services to various providers and service systems that serve youth and young adults.
- Supports service providers in developing strategies to enhance existing programming, increase resources, and/or establish new resources relevant to project goals and objectives of transitioning young people to adult roles and responsibilities.
- Enhances peer and family supports.
- Supervise work of Service Coordinators including training, evaluating and monitoring work.
- Performs Project administrative duties including providing Project review, assuring quality control, completing reports, monitoring budget, and maintaining Project records.
- Promotes Project in the community via speaking, workshops, written materials and public media.
- Maintains small caseload of consumers involved in the grant project.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree in Social Work or related field, required with 3000 hours of post graduate, supervised clinical experience, licensure and 3 years' experience preferred. A valid motor vehicle operator's license or access to transportation required. Previous supervisory and grant implementation experience also preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date